



Training

TEST ADMINISTRATION AND SECURITY

This regulation explains general procedures for administering tests in Civil Air Patrol (CAP) and specific guidance for the Air Force Institute for Advanced Distributed Learning (AFIADL) tests. **Note: Shaded areas identify new or revised material.**

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ACRONYMS

AFIADL – Air Force Institute for Advanced Distributed Learning

AU – Air University

CAP -- Civil Air Patrol

CAPR – Civil Air Patrol Regulation

CE – Course Exam

CFR – Office Symbol for HQ AU Registrar

CPR – Office Symbol for HQ CAP Cadet Programs Registrar

DOI – Office Symbol for Student Administration

EOC – End of Course Exam

ETP – Office symbol for HQ CAP Professional Development

MSA – Office symbol for HQ CAP Mission Support Services

PDR – Professional Development Report

SSN – Social Security Number

TCO – Test Control Officer

CHAPTER 1 – GUIDANCE FOR CAP TESTS

1-1. CAP Tests.

Tests are used to confirm skills and knowledge learned in education and training activities. Most tests are closed book and administered at the local level by a test control officer (TCO). CAP regulations and manuals which govern specific education and training programs also cover testing requirements, e.g., CAPR 52-16, *CAP Cadet Program Management*, CAPR 50-17, *CAP Senior Member Professional Development Program*, CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*, CAPR 100-1, *Communications*, etc.

1-2. Test Control Officer (TCO):

a. Each CAP unit commander will ensure positive control of testing materials to preclude compromise. They will appoint a TCO, by letter, for test security and administration. The TCO appoints alternate(s) by letter. These positions are usually assigned to members working in professional development and cadet programs. THE UNIT COMMANDER MAY NOT SERVE AS TCO OR ALTERNATE. The commander must keep the letter current and on file in the unit.

b. A TCO and alternate must be at least 21 years old.

c. Each CAP cadet or composite squadron must submit a CAPF 53, *Signature Verification Card*, with the name and signature of the current commander, deputy commander for cadets (composite squadrons), TCO and alternate. Individuals who serve in a dual capacity should sign only for the highest position. This form is used to verify successful completion of cadet achievements and tests associated with those achievements. Forward the form to CAP National Headquarters/Cadet Programs Registrar (CPR). The squadron must forward a new CAPF 53, with all signatures, immediately to CPR when any listed individuals change. Receipt of a CAPF 53 by CPR automatically supersedes any previous CAPF 53 from the squadron. The TCO or alternate(s) may not sign cadet achievement forms in place of the commander. (See CAPR 52-16.)

1-3. Ordering Testing Materials.

Only the unit commander, TCO or alternate(s) order tests and answer keys. Most CAP examinations are ordered on a CAPF 8, Requisition for *Publications and Blank Forms*, from National Headquarters/MSA. Consult specific program directives for exceptions. CAPF 23, *Civil Air Patrol General Purpose Answer Sheet*, is used by examinees taking CAP tests. It is ordered from National Headquarters/MSA on a CAPF 8.

1-4. Storage and Security.

The TCO will store CAP tests and any related material in a lockable metal filing cabinet, accessible only to the TCO, alternate(s), and unit commander. If a combination padlock is used, the combination must be changed when the TCO, alternate(s), or unit commander changes, or at least, annually.

a. Anytime the storage container is open, the TCO, alternates, or unit commander must be present to prevent test compromise.

b. Only testing materials will be kept in the test storage container.

1-5. Test Inventory.

The TCO conducts a test materials inventory at least every 90 days.

a. The TCO opens the storage container and identifies each test in the container. Each test must be on the test inventory log. If a test on file is NOT on the test inventory log, annotate the examination number on the log and destroy the test booklet. (See paragraph 3-2 for destruction of test material.) If a test is on the test inventory log but not on file, refer to paragraph 3-1 for test compromise.

b. When the inventory is completed, the TCO signs the test inventory log.

c. The test inventory log should be destroyed 24 months after the date of the inventory.

1-6. Test Administration.

Tests will be administered under favorable environmental conditions including lighting, temperature, noise, and workspace. Commanders ensure that tests are administered only by the TCO or alternate(s) and that precautions are taken to prevent test compromise. Tests to be taken by the unit TCO or alternate(s), may be administered by the unit commander. Under no circumstances will controlled or closed book tests be released to the examinee for unsupervised completion. To do so is a test compromise. If more than 15 students are testing at one time, the TCO should appoint a test proctor to monitor students during the testing period. There should be one TCO or proctor available for each 15 students testing. TCOs take the following specific actions pertaining to CAP tests:

a. Closed-Book Tests:

1) Ensure the examinee is on the Unit Membership List and has a current ID card.

2) Note control numbers on test booklets furnished examinees and ensure all tests are returned at the end of the test session.

3) Do not allow examinees to write on CAP test booklets.

4) Give complete instructions on how identification data and answers will be recorded on the test answer sheets.

5) Remain in the test room until all examinees have completed the test.

6) For tests that require cadets to perform drill movements, the TCO and commander can allow “experts” to assist them in administering the performance portions only.

7) Score and sign each answer sheet as required.

8) Destroy working papers, notes, etc., when the examination has been completed.

9) Inspect test booklets before returning them to storage and remove all unauthorized marks. If marks cannot be removed, and they could assist or mislead other examinees, destroy the test booklet.

b. Open-Book Tests. Procedures for open-book tests are the same as for closed-book tests, except the examinee is permitted to research answers from textbooks, notes, or other training materials.

c. Cadet AE Tests. First must be taken “closed book,” but after passing the test, the cadet has to go back and correct it to 100%; examinee is permitted to use textbooks, notes, or other training materials.

1-7. Test Scores.

Locally-Scored. Examinees are notified of their score and whether they passed as soon as practical after the examination. Entries documenting completion of cadet test requirements will be entered on the front of CAPF 66, *Cadet Master Record*. Successful test completion for seniors will be entered on CAPF 45, *Senior Member Master Record*, or CAPF 45b, *Senior Member Professional Development Record*, as appropriate.

CHAPTER 2 – GUIDANCE FOR AFIADL TESTS

2-1. AFIADL Test.

AFIADL is the USAF correspondence school. Its courses are available to all senior members and cadets who have received the Billy Mitchell Award or higher. Instruction includes professional military education and specialized courses in a wide variety of technical and non-technical subjects. CAP regulations and manuals which govern specific education and training programs also cover testing requirements, e.g., CAPR 50-17, *CAP Senior Member Professional Development Program*, CAPP 8, *Unit Test Control Officer ECI Course*. The closed-book tests are centrally controlled and ordered through AFIADL. NOTE: Students must use their Social Security Number (SSN) on all correspondence with AFIADL.

2-2. Test Control Officer (TCO).

Wing TCOs receive a Test Control Facility Revalidation letter in January of each year. This letter must be returned to Air University Registrar within 45 days. If there is no response to this letter the Test Control Facility will be deactivated until further notice. If the Test Control Facility address changes after this letter was submitted then the TCO must submit a change of address to Air University Registrar to receive their new Test Control Shred number.

a. Each CAP unit commander will ensure positive control of testing materials to preclude compromise. They will appoint a TCO, by letter, for test security and administration. The TCO appoints alternate TCOs by letter. These positions are usually assigned to members working in professional development and cadet programs. THE UNIT COMMANDER MAY NOT SERVE AS TCO OR ALTERNATE. To comply with Air Force and AFIADL directives, the commander must keep the letter current and on file in the unit.

b. TCOs and alternates must be at least 21 years old.

2-3. Ordering Testing Materials.

Examination materials for AFIADL courses are ordered from the Air Force Institute for Advanced Distributed Learning, 50 South Turner Blvd, Maxwell AFB Gunter Annex, AL 36118-5643. Procedures and forms for ordering tests are sent directly to each student. Examination materials are forwarded to the TCO from wing headquarters. Wing headquarters is the test control office for AFIADL tests. Answer sheets are included in the test package and need not be ordered. Attachment 1 is a sample End Of Course (EOC) Exam notification to students.

2-4. Storage and Security.

The TCO will store AFIADL tests and any related material in a metal filing cabinet with a steel lock bar and a three-combination dial-type padlock, a metal file cabinet equipped with a combination lock, or an upright safe or vault accessible only to the TCO, alternate TCOs, and unit commander. Padlock combinations must be changed when the TCO, alternate, or unit commander changes, or at least, annually.

a. Anytime the storage container is open, the TCO, alternate TCOs, or unit commander must be present to prevent test compromise.

b. Only testing materials will be kept in the test storage container.

2-5. Additional Requirements for Safeguarding AFIADL Test Materials.

Each AFIADL test is mailed to the unit in a sealed envelope addressed to the commander or TCO. Attached to the envelope is the answer sheet. Upon receiving the test package, the TCO will:

a. Check the course examination (CE) to see if the envelope has been tampered with (opened and resealed with tape, stapled, etc.). If it appears to have been tampered with, refer to instructions in this regulation concerning a possible compromise. THE TEST PACKET MUST NOT BE OPENED UNTIL THE SCHEDULED TESTING PERIOD AND ONLY IN THE PRESENCE OF THE EXAMINEE.

b. Check the answer sheet for the student's name and serial number (SSN), and the course numbers. The first three groups of numbers on the answer sheet must agree with the corresponding numbers on the CE booklet. Do not open the test envelope to check these numbers; they are visible through the envelope window and can be checked without opening the envelope. These numbers represent the course number, the volume number, and the form number.

c. After checking the CE, the TCO records the CE on the test inventory log as shown in Attachment 2, Inventory Log. Locally developed test control forms, or computerized records may be used; however, the forms/records must accurately track the test from reception through destruction.

d. IF THE THREE GROUPS OF NUMBERS DO NOT AGREE, THE TCO:

- 1) Does not administer the examination.
- 2) Retains the answer sheet.
- 3) Prepares a transmittal letter to AFIADL/DOI requesting the correct examination booklet.
- 4) Destroys the incorrect exam booklet and annotates the test inventory log with reason for destruction, date, and signature.

- 5) Makes the same checks as above when the new examination booklet is received.
- 6) Destroys the duplicate CE answer sheet if received.
- 7) Follows above procedures to log in the new test.

2-6. Test Inventory.

The TCO conducts a test materials inventory at least every 90 days.

a. The TCO opens the storage container and identifies each test in the container. Each test must be on the test inventory log. If a test on file is NOT on the test inventory log, annotate the examination number on the log and destroy the test booklet. (See paragraph 3-2 for destruction of test material.) If a test is on the test inventory log but not on file, refer to paragraph 3-1 for test compromise.

b. When the inventory is completed, the TCO signs the test inventory log.

c. The test inventory log should be destroyed **24 months** after the date of the inventory.

2-7. Test Administration.

Tests will be administered under favorable environmental conditions including lighting, temperature, noise, and workspace. Commanders ensure that tests are administered only by the TCO or alternate TCO and that precautions are taken to prevent **test compromise**. Tests **to be taken by** the unit TCO or alternate, may be administered by the unit commander. Under no circumstances will controlled or closed book tests be released to the examinee for unsupervised completion. To do so is a test compromise. If more than 15 students are testing at one time, the TCO should appoint a test proctor to monitor students during the testing period. There should be one TCO or proctor available for each 15 students testing. TCOs take the following specific actions pertaining to AFIADL tests:

a. Before administering an AFIADL test, comply with the AFIADL test security procedures in paragraph 2-4 above.

b. Advise the examinee to circle the answers on the AFIADL examination booklet before marking the answer sheet. This prevents erasures on the answer sheet.

c. Allow three (3) hours for the course examination; however, more time may be allowed if necessary. Tests will be administered in one session only.

d. After the test is completed, examine test materials to verify the examinee returned all materials, including authorized worksheets, if applicable.

e. Make sure the examinee's name, rank, SSN, and date are on the front page of the student's test booklet.

f. Allow the examinee access to the course examination only during the authorized test administration period and do not allow examinee to review the contents of the examination once the testing period has ended and the exam booklet has been returned to the test examiner.

g. Reseal the test booklet in the original envelope and mark it for destruction in 45 days. Retain the test booklet for 45 days from the date the examinee completed the test or until notified that the examination results have been received. **TELL THE EXAMINEE THAT THE EXAM BOOKLET WILL BE DESTROYED IN 45 DAYS UNLESS HE OR SHE NOTIFIES YOU THAT THE RESULTS HAVE NOT BEEN RECEIVED.** If there is any question or problem concerning the examination score, retain the booklet until AFIADL has been contacted and the matter is resolved.

h. Collect and shred, pulp, or burn all used scratch paper and worksheets.

i. Check the answer sheet to make sure there are no extraneous marks on it. Place the answer sheet in the envelope provided, seal the envelope, and mail to AFIADL within 24 hours. More than one answer sheet may be sent in an envelope. Letters, notes, etc., should **NOT** be put in the answer sheet envelope because grading may be delayed. Annotations on the answer sheet will be ignored. Use the AFIADL Form 17, *Student Request for Assistance*, for queries.

j. Return the completed exam booklet to the test storage container.

2-8. Test Scores.

AFIADL sends a report directly to the student who should immediately inform the TCO of the results. Students who satisfactorily complete the course examination receive a **post card** of course completion (AFIADL Form 9). It is the student's responsibility to have the results entered on their record, CAPFs 45 and 45b for seniors, and CAPF 66 for cadets. The student should retain the original of the AFIADL Form 9. If completion data is not on the unit **Professional Development Report (PDR)**, copies of AFIADL Form 9 must accompany recommendations for certain senior member awards (see CAPR 50-17). Course examinations are graded upon receipt at AFIADL. Test results are mailed as quickly as possible. If an examinee notifies the TCO that the test results have NOT been received and AFIADL confirms that the answer sheet has not been received, the TCO should:

- a. Request a replacement answer sheet from AFIADL/**DOI**.

- b. Mark the answers from the test booklet onto the new answer sheet and forward it to AFIADL for scoring.
- c. Mark on the test booklet the date the completed answer sheet was forwarded to AFIADL. Again, retain the test booklet 45 days from the date the answers were recorded on the new answer sheet or until notified the examinee has received the test results.

2-9. Request for Transcript from AFIADL.

If an individual believes that a college or university may award college credit for AFIADL courses completed, or otherwise needs proof of course completion, the individual may request a transcript from the Air University Registrar Branch (AU/CFR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337. No fee is charged for this service. Requests must be made in writing since the Privacy Act covers transcripts. AFIADL verifies course completion and prepares a transcript. When requesting a transcript, the individual provides the following information:

- a. Name and address including any former names.
- b. SSN, or old service number for courses completed prior to 1967.
- c. Course number and/or title (no action can be taken if the course number is not provided).
- d. Year completed.
- e. Name and mailing address of school or agency for official transcript. Official transcripts are mailed to educational institutions only. Unofficial transcripts are mailed to the student and marked "Issued to Student."

CHAPTER 3 – PROCEDURES FOR TEST COMPROMISE AND DESTRUCTION OF TEST MATERIALS

3-1. Compromise of CAP and AFIADL Test Materials:

a. NO PART OF ANY TEST MATERIALS MAY BE DUPLICATED OR TRANSCRIBED FOR ANY REASON. This includes test booklets, individual test questions, completed answer sheets, and examination scoring keys. If insufficient copies are available, additional copies must be obtained using the procedures in appropriate regulations. Test materials may not be borrowed from other units. However, with the unit commanders approval, reasonable number of Cadet Leadership and Aerospace Education test booklets may be reproduced to support cadet testing, cadet progression programs, as well as Senior Member Specialty track and Aerospace Yeager Test. NOTE: For test materials reproduced for this purpose, marking, test inventory log, storage, security, administration, destruction and compromise procedures will be handled in accordance with applicable sections of this regulation.

b. Only the unit commander, TCO, or alternate TCO are authorized access to testing materials except as follows:

- 1) Examinees during an examination session and while under supervision of the TCO or alternate TCO.
- 2) Officers designated by the wing commander for the purpose of official unit inspections or investigations.

Access to test materials by any other persons at any time constitutes compromise.

c. The following are potential compromise situations:

- 1) Failing to properly identify examinees.
- 2) Reviewing, accessing, or allowing review of or access to, controlled test material by an individual not specifically authorized.
- 3) Having an oral or written discussion of test material with an unauthorized person.
- 4) Bringing any unauthorized material into the examination room.
- 5) Permitting reproduction or copying of any test material by any unauthorized individual.
- 6) Removing test material from the examination room without authorization.
- 7) Leaving an examinee, or group of examinees, unsupervised during a testing session.
- 8) Being unable to account for the location or disposition of test material.
- 9) Improperly packaging or labeling test materials for mailing in a way that could result in unauthorized disclosure.
- 10) Opening, or otherwise tampering with, any package containing test materials by an unauthorized person.
- 11) Storing test materials improperly.
- 12) Destroying test materials improperly.
- 13) Taking or possessing test materials without authorization.
- 14) Taking any deliberate action that could result in the unauthorized disclosure of test material.

d. If possible compromise of test materials is suspected, the unit commander:

- 1) Immediately suspends all testing at that testing office.
- 2) Impounds all tests involved.
- 3) Takes immediate action to preserve the security of all test materials whether or not they are suspected of compromise.
- 4) Conducts an immediate personal investigation to determine the nature and extent of the compromise.
- 5) Notifies the wing commander that a possible compromise has occurred and communicates the results of his/her personal investigation.
- 6) The wing commander may direct further investigation by the unit commander or by persons outside the unit.

e. If compromise of test materials is confirmed:

- 1) The unit commander notifies wing headquarters and National Headquarters/ETP in writing, listing the test materials compromised.
- 2) The wing commander appoints an officer not assigned to the unit to investigate the compromise situation. A copy of the investigation findings, recommendations, and actions taken is provided to National Headquarters/ETP as soon as possible. The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.

3-2. Destruction of Test Material for CAP and AFIADL.

The TCO or alternate should destroy used, surplus, damaged, or obsolete tests by burning, shredding, or pulping, and annotate on the test inventory log the exam control number (if applicable), reason for destruction, date of destruction, and

signature of the person who destroyed the test. If the TCO inadvertently destroys the wrong test, he or she should annotate the test control log and immediately contact the exam issuing authority for a replacement.

SUMMARY OF CHANGES.

This revision deletes references to ECI, and incorporates references to AFIADL. Provision has been made to allow reproduction of test materials to accomplish cadet testing and cadet progression program goals, senior member specialty track and Aerospace Yeager Tests. The requirement to maintain a test inventory log is extended to 24 months. Contact information concerning AFIADL and Air University Registrar has been updated. Reminder included for students to use Social Security number (SSN) when communicating with AFIADL.

ATTACHMENT 1 – END OF COURSE (EOC) EXAM NOTIFICATION

STUDENT NAME _____

ADDRESS _____

UNIT _____

1. Your end of course exam has been received at _____

2. AFIADL Course No.: _____

3. Date Received: _____

4. Please telephone immediately upon receipt of this letter. You should make every effort to test as soon as possible.

5. Testing Office Telephone: (____) _____

6. Testing Hours _____

Signed: _____

Test Control Officer

NOTE: May be locally reproduced. .

ATTACHMENT 2 – SAMPLE **TEST CONTROL** LOG

Control Number	Title	Date Received	Date Destroyed	Destroyed By
79-2	CAP Test 119a, Scoring Key	6 Jul 01		
79-3	CAP Test 119, Advanced Communications User Training Questionnaire	6 Jul 01	Returned 12 May 02	J. Jones
	INVENTORY COMPLETED	1 Oct 01	J. Jones	Testing Officer
80-1	CAP Test 116, General Emergency Services Questionnaire	10 Oct 01		
80-2	CAP Test 116, General Emergency Services Questionnaire	10 Oct 01	31 Oct 01	J. Jones
80-3	CAP T 116a, Scoring Key	10 Oct 01		
	INVENTORY COMPLETED	1 Jan 02	J. Jones	Testing Officer

NOTE: This form is locally produced.